

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

**District Personnel Manual Issuance System**

**DPM Instruction No. 12-24**

This instruction should be filed behind the divider for Part III of DPM Chapter (s) 12
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**SUBJECT:** Predetermination of Emergency Employees

**Date:** March 19, 2004

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**NOTE: This instruction supersedes DPM Instruction No. 12-21, dated March 13, 2003.**

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**1. Purpose**

The purpose of this instruction is to reissue the guidance on emergency employees in accordance with the provisions of Chapter 12 of the District Personnel Manual (DPM) and collective bargaining agreements, to rectify an inconsistency in the language in § 3k and the second paragraph in Attachments 1 and 2 of DPM Instruction No. 12-21, dated March 13 2003. All other provisions in the instruction remain the same. The referenced DPM provisions require agency heads to predetermine, and notify in writing, agency employees whose services are required when it is deemed to be appropriate in the public interest to release most employees from duty because of natural or man-made emergencies or in the event of government closings.

**2. Responsibilities**

a. Agency heads

Blanket predeterminations that all employees of an agency or major organizational unit within the agency are to be considered as emergency employees should be avoided by agency heads. Agency heads are required to predetermine which of their employees must remain on duty or report to duty to provide minimum required services:

- (1) During a period of early dismissal;
- (2) During government closings; or
- (3) When most employees are excused from reporting to work because of an unusual situation (*i.e.*, hazardous weather conditions, special events, catastrophes, *etc.*);
- (4) Transmit the completed "Notification of Designation as an Emergency Employee" forms (Attachments 1 and 2) to the appropriate personnel office for filing in the employee's

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*Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart I, § 1.3]*

**Inquiries:** DCOP, Policy & Program Development Services, Office of Policy, 442-9644

**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

## Official Personnel Folder; and

- (5) Prepare and transmit to the Director of Personnel a listing of agency emergency positions.

### b. Emergency employees

Emergency employees are required to:

- (1) Remain at their duty station when a condition is declared which results in an early dismissal for other employees;
- (2) Report to their duty station on time and as scheduled when a condition develops during non-work hours which results in the closing of District offices; and
- (3) Make every effort to report to duty as scheduled and, if unable to do so, immediately notify their supervisor of their inability to report to work. It is at the discretion of the immediate supervisor whether to place the employee on AWOL or to allow the employee to request and be granted the appropriate leave.
- (4) Carry or wear official government ID card at all times.

### c. D.C. Office of Personnel

The D.C. Office of Personnel is required to:

- (1) Publish an official listing of positions designated as “emergency positions”;
- (2) Where applicable, include a statement on the vacancy announcement, designating the position as emergency; and
- (3) Publish necessary adjustments to the listing on an annual basis.

## 3. **Provisions**

- a. It must be recognized that there are certain critical District operations that cannot be suspended or interrupted even though it may be necessary to excuse employees for all or part of a day. Accordingly, agencies must identify those employees who perform duties that are vital to:
  - (1) Continuity of public health and human services;
  - (2) Public safety and law enforcement;
  - (3) Emergency management services and emergency medical services; or

- (4) Other crucial operations such as snow removal, debris removal, transportation, shelter operation, food distribution, and communication.
- b. Employees whose duties and responsibilities fall into any of the above categories will be considered emergency employees.
  - c. Agencies will document, in the case of employees other than those identified under § 3a (1) through (4) above, the basis for designating them as emergency employees.
  - d. Agencies will notify emergency employees, in writing, of their designation as emergency, using Attachments 1 or 2 of this bulletin for this purpose.
  - e. Agencies are to identify emergency employees by position title or other appropriate means. For example, a Correctional Officer, series DS-007 position is considered an emergency position; therefore, any employee holding that job title would be considered an emergency employee.
  - f. Within thirty (30) days of an employee's appointment, promotion, reassignment, *etc.*, the agency must notify him or her of the designation as an emergency employee.
  - g. Within thirty (30) days of the effective date of any of the actions listed below (or similar actions not listed), the agency must notify an employee, in writing, when his or her designation as an emergency employee is no longer applicable, for example when:
    - (1) A re-determination is made by the agency head that the employee's position is not an emergency position; or
    - (2) A personnel action (*i.e.*, promotion, reassignment, *etc.*) results in new duties and responsibilities that do meet the criteria specified in § 3 a (1) through (4) above.
  - h. Each "Notification of Designation as an Emergency Employee" expires one (1) year from the date of issuance. Agencies must reissue notifications on an annual basis.
  - i. In some unusual circumstances, established predeterminations may not be appropriate. Under these circumstances, a different determination based on the unusual conditions may be required. Advance predetermination and written notification may not be possible in these instances; therefore, it may be necessary to resort to radio and television public service announcements or other emergency procedures to summon certain employees who have not been designated as emergency employees to report to duty if their services are required.
  - j. In extremely unusual circumstances, an agency head may determine that a particular situation does not require the services of some or all of the employees predetermined as emergency employees. In these circumstances, when it is determined that the services of emergency employees will not be required, notification will be made by radio or television public service announcements or other emergency procedures notifying those employees not to report to work.
  - k. Emergency employees who report to work when the government is closed or who remain on duty when most employees are dismissed early **and** who perform "overtime work" during such

periods are to be compensated, when applicable, in accordance with the provisions of the Fair

Labor Standards Act (FLSA). Any compensatory time earned under these circumstances may be taken at any time agreed upon by an employee and his or her supervisor, but must be used within one (1) year of the date earned.

1. For any provisions governing "Administrative Closings," refer to applicable collective bargaining agreements.

#### **4. Applicability**

The provisions of this instruction are applicable to all agencies under the administrative jurisdiction of the Mayor, except that for any employee covered by a collective bargaining agreement, the applicable provisions of that agreement will supersede any provision of this instruction to the extent that there is a difference.

#### **5. Forms**

The "Notification of Designation as an Emergency Employee" forms (Attachments 1 and 2) may be reproduced by agencies and will be used as the official written notification required by this instruction. Distribution of the form is as follows:

Original - Employee  
One copy - Agency  
One copy - Official Personnel Folder

#### **6. Effective Date**

This instruction is effective immediately.

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Judy D. Banks  
Acting Director of Personnel

Attachments: 1. Individual Notification of Designation as an Emergency Employee  
2. Group Notification of Designation as Emergency Employees

**INDIVIDUAL NOTIFICATION OF DESIGNATION AS AN  
EMERGENCY EMPLOYEE**

Date \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Employee's Name)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Organizational Unit)

**FROM:** \_\_\_\_\_

**SUBJECT:** Notification of Designation as an Emergency Employee

\_\_\_\_\_  
This notification is to advise you that you have been designated, by me, as an **emergency employee** and that your services will be required in situations when it is deemed to be appropriate in the public interest to release most employees from duty because of natural or man-made emergencies or in the event of government closings. You have been designated as an **emergency employee** under one (1) or more of the following categories:

- ☐ Duties performed are vital to public health and human services.
- ☐ Duties performed are vital to the public safety and law enforcement.
- ☐ Duties performed are vital to provide emergency management services and emergency medical services.
- ☐ Duties performed are vital to other crucial operations such as snow removal, debris removal, transportation, shelter operation, food distribution, and communication.
- ☐ Other (specify) \_\_\_\_\_.

Emergency employees who report to work when the government is closed or who remain on duty when most employees are dismissed early **and** who perform "overtime work" during such periods are to be compensated, when applicable, in accordance with the provisions of the Fair Labor Standards Act (FLSA). Any compensatory time earned under these circumstances may be taken at any time agreed upon by an employee and his or her supervisor, but must be used within one (1) year of the date earned.

For any provisions governing "Administrative Closings," refer to applicable collective bargaining agreements.

Unless specified below, your designation as an emergency employee is effective for any period that an administrative dismissal is authorized.

You are designated as an emergency employee only during the periods of \_\_\_\_\_

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As an emergency employee, you will be required to:

Remain at your duty station when an early dismissal is authorized for other employees.

Report to your duty station, on time and as scheduled, when conditions develop during non-work hours that result in District offices being closed or delayed openings.

Carry or wear official government ID card at all times.

Make every effort to report to work in such situations as scheduled and, if unable to do so, immediately notify your supervisor of your inability to report to duty. Failure to report or remain on duty as required may result in a charge of AWOL or leave as appropriate.

If you are unable to reach your immediate supervisor or appropriate agency official, call the D.C. Emergency Management Agency at 202-727-6161 for referral to your appropriate command center.

This designation as an emergency employee is effective through \_\_\_\_\_.  
(Date)

Information to be Provided by the Employee

Emergency Contact (Name and Telephone Number): \_\_\_\_\_

Employee's Personal Cellular Telephone Number: \_\_\_\_\_

Employee's Home Telephone Number: \_\_\_\_\_

Employee's Work Telephone Number: \_\_\_\_\_

Employee's Work Cellular Telephone Number: \_\_\_\_\_

Employee's Pager/Text Pager: \_\_\_\_\_

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Acknowledgement of Receipt

I hereby acknowledge receipt of this notification.

\_\_\_\_\_  
(Employee's signature)

\_\_\_\_\_  
(Date)

cc: Agency  
Official Personnel Folder (OPF)

## GROUP NOTIFICATION OF DESIGNATION AS EMERGENCY EMPLOYEES

Date \_\_\_\_\_

**TO:**                    See Distribution  
                              (Employee's Name)

\_\_\_\_\_  
(Organizational Unit)

**FROM:**              \_\_\_\_\_

**SUBJECT:**    Notification of Designation as Emergency Employees

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This notification is to advise you that your organizational unit has been designated, by me, as **emergency**, and that your services will be required in situations when it is deemed to be appropriate in the public interest to release most employees from duty because of natural or man-made emergencies or in the event of government closings. Your unit has been designated as **emergency** under one (1) or more of the following categories:

- ☐ Duties performed are vital to public health and human services.
- ☐ Duties performed are vital to the public safety and law enforcement.
- ☐ Duties performed are vital to provide emergency management services and emergency medical services.
- ☐ Duties performed are vital to other crucial operations such as snow removal, debris removal, transportation, shelter operation, food distribution, and communication.
- ☐ Other (specify) \_\_\_\_\_.

Emergency employees who report to work when the government is closed or who remain on duty when most employees are dismissed early **and** who perform "overtime work" during such periods are to be compensated, when applicable, in accordance with the provisions of the Fair Labor Standards Act (FLSA). Any compensatory time earned under these circumstances may be taken at any time agreed upon by an employee and his or her supervisor, but must be used within one (1) year of the date earned.

For any provisions governing "Administrative Closings," refer to applicable collective bargaining agreements.

Unless specified below, your designation as an emergency unit is effective for any period that an

administrative dismissal is authorized.

You are designated as an emergency unit only during the periods of \_\_\_\_\_  
\_\_\_\_\_

As an emergency employee of this unit, you will be required to:

Remain at your duty station when an early dismissal is authorized for other employees.

Report to your duty station, on time and as scheduled, when emergency conditions develop during non-work hours that result in District offices being closed.

Carry or wear official government ID card at all times.

Make every effort to report to work in such situations as scheduled and, if unable to do so, immediately notify your supervisor of your inability to report to duty. Failure to report or remain on duty as required may result in a charge of AWOL or leave as appropriate.

If you are unable to reach your immediate supervisor or appropriate agency official, call the D.C. Emergency Management Agency at 202-727-6161, for referral to your appropriate command center.

This unit designation is effective through \_\_\_\_\_.  
(Date)

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**Acknowledgement of Receipt**

I hereby acknowledge receipt of this notification.

\_\_\_\_\_  
(Employee's signature)

\_\_\_\_\_  
(Date)

cc: Agency  
Official Personnel Folder (OPM)



**DISTRIBUTION LIST**

EMERGENCY EMPLOYEES OF THE

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(Organizational Unit)

NAME OF EMPLOYEE

POSITION TITLE